

# AGNEWS DEVELOPMENTAL CENTER HEADQUARTERS CLOSURE PLAN ADMINISTRATIVE TEAM MILESTONES

**PROJECT COORDINATOR: PATSY NELSON**

**MISSION:** Identify headquarters operational issues related to the closure of Agnews Developmental Center in areas such as facility operations, construction projects, fiscal management, and space utilization. Develop action plans for all operational issues, and coordinate the implementation of approved plans. Coordinate closure issues with Agnews Business Management Team.

**Team Milestones Amended Date: June 6, 2003**

**ASSUMPTIONS:** Closure of Agnews Developmental Center by June, 2005

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
1	Identify headquarters and Agnews staff responsible for Headquarters Closure Plan Administrative Team mission objectives	April, 2003	April, 2003	Patsy Nelson	HQ Representatives: Budgets Accounting Client Financial Services Fiscal Systems Personnel Labor Relations Customer Support Information Systems Developmental Centers Division Agnews Representatives: Karen Clark Valerie Dunn Tracy Stephens
2	Set up meeting with headquarters and Agnews staff	April, 2003	April, 2003	Patsy Nelson	First meeting scheduled for April 4, 2003 in Sacramento

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
3	Prepare format to track mission objective for the Headquarters Closure Plan Administrative Team	April, 2003	April, 2003	Patsy Nelson	Develop reporting document to be used by team members to monitor closure issues
4	Prepare and/or gather key background information on Agnews' closure for distribution at first meeting.	April, 2003	April, 2003	Patsy Nelson	<p>Bay Area Project Budget Change Proposal for FY 2003-04 (Agnews Closure)</p> <p>A Pages from FY 2003-04 Governor's Budget</p> <p>List of Bay Area Planning Teams and definition of charge for each team</p>
5	First Meeting of team	April 4, 2003	April 4, 2003	Patsy Nelson	<p>Introduction of staff (ensure all appropriate areas are represented)</p> <p>Explanation and discussion of mission of this task group and expected work product</p>
6	Complete a draft list of all required task needed to close Agnews by June, 2003	April, 2003	May 1, 2003 for first draft	Patsy Nelson Karen Clark Team Members	<p>Complete task sheet on areas within each team member's responsibility. Task report includes state date; due date; responsible person; specifications for each task.</p> <p>Encourage all headquarters and Agnews staff to work closely on required tasks.</p>

#	Task Name	Start Date	Due Date	Who's in Charge	Specifications
7	Coordinate all headquarters and Agnews closure issues with team members	April, 2003	June, 2003	Patsy Nelson Karen Clark	Ensure all appropriate information is included and provided to each team member on each subject area.
8	Prepare final report of all closure issues	April, 2003	July, 2003	Patsy Nelson Karen Clark	Ensure all team members and steering committee receives copy of detailed task reports, including any updates of reports.
9	Continue to work with team members on ensuring all tasks are being appropriately monitored and coordinated	July, 2003	June, 2005	Patsy Nelson Karen Clark Team members	Maintain and facilitate open communications between all team members
10	Update task report as issues are updated or completed	June, 2003	June, 2005	Patsy Nelson Karen Clark Team members	Update task report as needed. Ensure distribution to team members.
11	Prepare minutes of team meetings	April, 2003	June, 2005	Patsy Nelson	Minutes will be forwarded to Melinda Gonser for future reference.
12	Schedule all meetings of team	April, 2003	June, 2005	Patsy Nelson	As needed
13	Report periodically to Steering Committee on progress of closure issues	June, 2003	June, 2005	Patsy Nelson Karen Clark	As requested
14	Attend steering committee and advisory committee meetings	April, 2003	June, 2005	Patsy Nelson	As requested